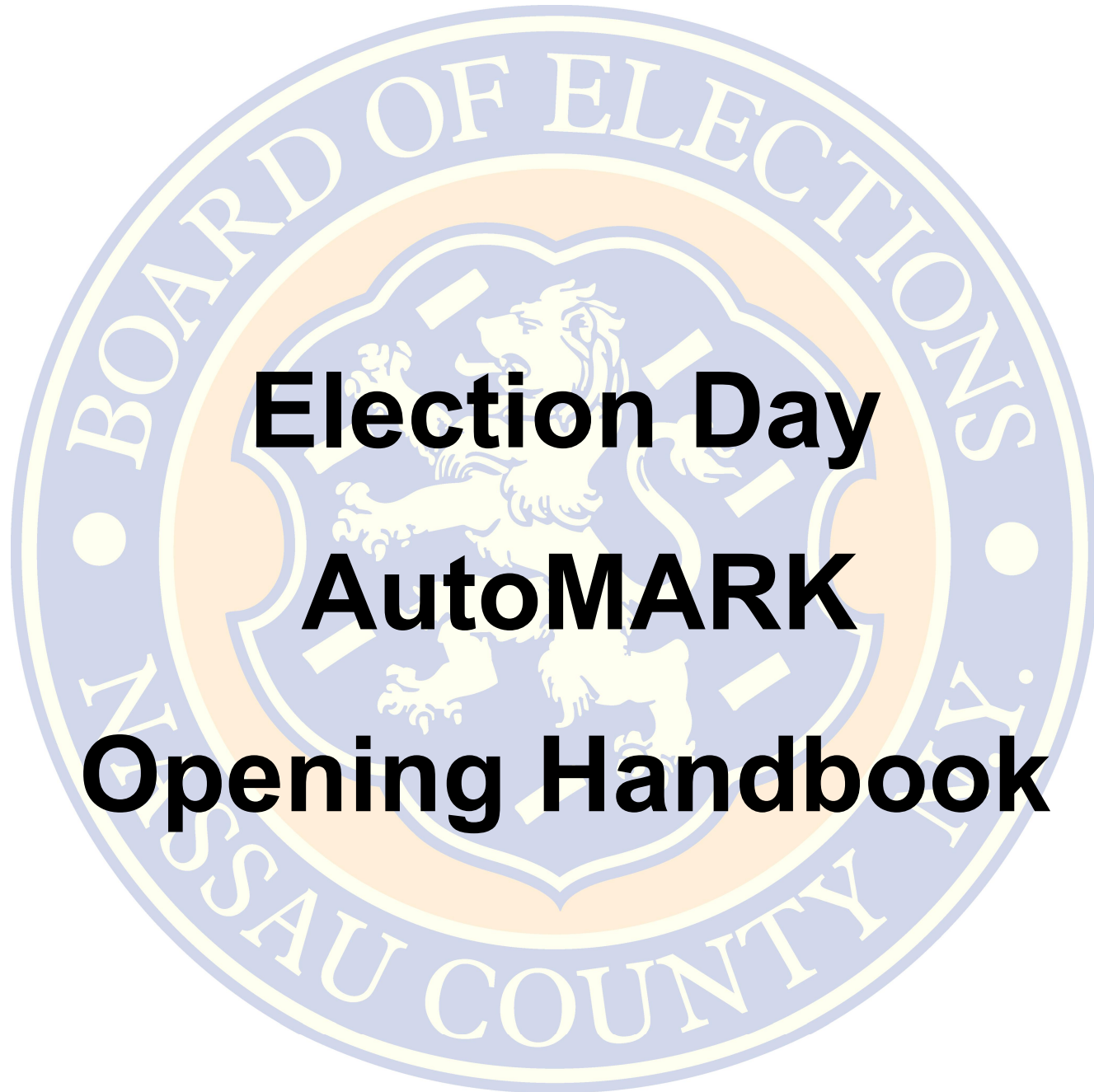


AutoMARK



Opening & Closing Handbook



**Election Day
AutoMARK
Opening Handbook**

STEP 1



You will find your
AutoMARK gold
key in the Poll
Coordinator's
Purple Bag

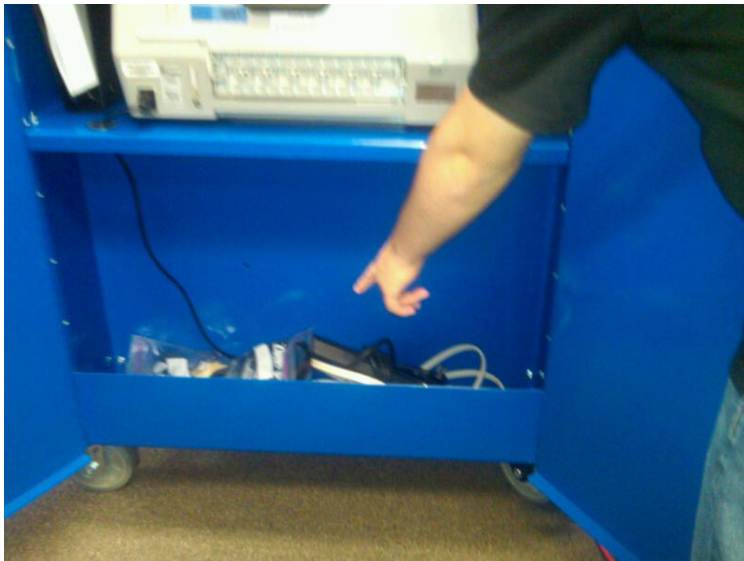
Step 2



Remove the

- ❖ Table
- ❖ Black Binder containing the Countywide Street Finder; and
- ❖ Purple Poll Coordinator Bag

Step 3



AutoMARK accessories
are in the bottom
compartment of the
cart.

Remove the bag
containing the headset
and covers & place on
top of the cart.

Step 4



Feed the cord through the opening in the cart and plug into the outlet; use extension cord if necessary.

Step 5

COUNTY OF NASSAU

RETURN OF CANVASS

AutoMARK – Ballot Marking Device

POLL COORDINATORS - SEALS VERIFICATION REPORT

POLL PLACE NAME _____

ADDRESS _____

Opening of Polls:

AutoMARK Unit # (Back of machine) _____ (DO NOT REMOVE)

Sticker Seal # on Compact Flash Card Door (Front) _____ (DO NOT REMOVE)

Sticker Seal # on Printer Compartment Door (Back) _____ (DO NOT REMOVE)

Closing of Polls:

Number of Voters Who Used the AutoMARK (from numerical Check-off list) _____

DEM _____	DEM _____
REP _____	REP _____
Coordinators of Election at Opening	Coordinators of Election at Closing


Take the Return of Canvass out of the Purple Bag.

Fill in the information for: **Polling Place Name and Address**

Step 6




Check the white label
on the back of the
~~Auto~~**MARK** for the Unit
Number.



COUNTY OF NASSAU

RETURN OF CANVASS



AutoMARK – Ballot Marking Device

POLL COORDINATORS – SEALS VERIFICATION REPORT



I _____

POLL PLACE NAME _____

ADDRESS _____

Opening of Polls: _____

AutoMARK Unit # (back of machine): _____

(DO NOT REMOVE)

Sticker (Size 1) on Compact Flash Card (Front): _____ (DO NOT REMOVE)

Sticker (Size 1) on Printer Compartment Door (Back): _____ (DO NOT REMOVE)

Closing of Polls: _____

Number of Voters Who Used the AutoMARK (from numerical Check-off list) _____

DEM _____

DEM _____

REP _____

REP _____

Coordinators of Election at Opening

Coordinators of Election at Closing

- Record it on your Return of Canvass Report.

Step 7



COUNTY OF NASSAU

RETURN OF CANVASS

AutoMARK – Ballot Marking Device
POLL COORDINATORS – SEALS VERIFICATION REPORT

POLL PLACE NAME _____
ADDRESS _____

Opening of Polls:
AutoMARK Unit # (Back of machine) _____ (DO NOT REMOVE)
Sticker/Seal on Compact Flash Card Door (Front) _____ (DO NOT REMOVE)
Sticker/Seal on Printer Compartment Door (Back) _____ (DO NOT REMOVE)

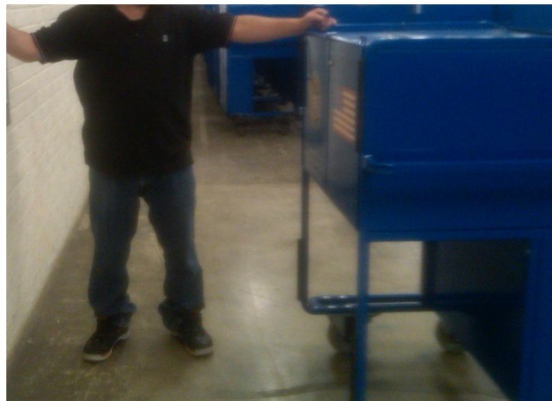
Closing of Polls:
Number of Voters Who Used the AutoMARK (from numerical Check-off list) _____

DEM _____ DEM _____
REP _____ REP _____
Coordinator of Election at Opening Coordinator of Election at Closing

Record the Sticker seal on the Return of Canvass.

This seal is NOT to be removed

Step 8



Close and lock the back doors of the cart with the barrel key.

If possible move cart with AutoMARK to face a wall for privacy.

Leave ample space for a voter who may be in a wheelchair to access the device.

Lock the wheels

Step 9



Using the barrel key,
open the front of the
Auto**MARK** cart.

Lift and fold the top lid
onto the cart

Step 10



Using the Gold key, turn key straight up.

The light will turn green & the AutoMARK will begin booting up.

Remove the key, ensuring the green light remains lit, and place key in the Poll Coordinator's bag for safe keeping.

Step 11



COUNTY OF NASSAU
RETURN OF CANVASS
AutoMARK -- Ballot Marking Device
POLL COORDINATORS - SEALS VERIFICATION REPORT
I

POLL PLACE NAME _____
ADDRESS _____

Opening of Polls:
AutoMARK Unit # (back of machine) _____
Sticker/Seal # on Compact Flash Card Door (Front) _____
Sticker/Seal # on Printer Compartment Door (Back) _____

Closing of Polls:
Number of Voters Who Used the AutoMARK (from numerical Check-off list) _____

DEM _____
REP _____
Coordinator of Election at Opening _____

While AutoMARK boots up, record the Sticker seal number on the Return of Canvass

This seal is NOT to be removed

Poll Coordinators sign the bottom of the Return of Canvass at Opening

Step 12



Slide the plastic clips towards the outer edges to release the top cover of the machine.

Step 13



Lift lid as high as it will go and carefully pull the monitor up and out

The lid of the AutoMARK will not clear the top of the cart but the monitor will.

Step 14



Lay the lid down
behind the monitor
and adjust the
monitor height for
the best visibility

Step 15



Lift the ballot feed tray up and out to accept ballots for marking

The AutoMARK will begin the 'boot up' process. A loud sound will be heard when ready

*You have successfully opened the AutoMARK.
Congratulations!!*



The
AutoMARK
is now ready
to mark a
voter's
ballot.

Please Note: *The AutoMARK must be up and ready for
voters at 6AM.*